**Scaffolded Projects for the Social Good (SPSG)**

**Team Agreement**

Team name:

Team members:

Date:

*Hold your first face-to-face or virtual meeting. Discuss every aspect of the team agreement in detail and describe all your decisions in the deliverable as detailed below.*

**Team Introduction**

*Introduce your team: give your team a unique name and provide a (formal) group picture of the entire team. What are the strengths of your team as a whole?*

**Team Member Introductions**

*Introduce each team member: include a picture and a 100-word biography of each team member. A biography should be professional as if you were introducing yourself to a prospective employer. Include your email address, GitHub ID, and other applicable contact information (e.g. telephone number). Identify one team member who will serve as the main contact.*

**First Meeting**

*Consider having a meal together and take an informal picture. If you are meeting online, Include a screenshot showing your camera feeds in a video conferencing software of your choice.*

**Agreement details**

*Describe every aspect of the agreement in detail and explain all your decisions. This team agreement must include your own guidelines for the following items. Feel free to add any other items you believe are important.*

* methods of communication   
  *email, phone, messenger, text, ...*
* communication response times   
  *email, phone, messenger, text, ...*
* meeting attendance   
  *when to meet, whether all meetings are mandatory, ...*
* running meetings   
  *when, where, face-to-face vs. online, who takes minutes/notes, ...*
* meeting preparation   
  *whether preparation is needed, what to prepare, ...*
* version control   
  *what to/not to commit, content of log messages, ...*
* division of work (  
  *how to divide work, who will decide who does what, ...  
  Important note: it's not OK to have a strict division of responsibilities, e.g. one team member will write all documentation/reports, one will serve as a team manager, one will serve as a developer, one will serve as a tester. Each team member is expected to contribute to a broad spectrum of the team's tasks.*
* submitting assignments   
  *when to submit, who will submit, who will review the submission, ...*
* contingency planning   
  *what if a team member drops out, what if a team member consistently misses meetings, what if a team member is academically dishonest, ...*